



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
MARCH 12, 2015**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, March 12, 2015.

ROLL CALL

COMMISSION MEMBERS PRESENT: *Leslie Coyote*, Chairperson
Fred Puhn, Vice-Chairperson
Raphael Courtney, Commissioner
David Garcia, Commissioner
William Sendt, Commissioner

COMMISSION MEMBERS ABSENT: None

STAFF PRESENT: *Stacey Stevenson*, Director of Administrative Services
Lilia Muñoz, Human Resources Analyst

REPRESENTATIVES PRESENT: *Frank Parra*, Director of Emergency Services
Manuel Rodriguez, Chief of Police
Ingrid Slettengren, Nutrition Program Manager
Martha Acosta, Office Assistant – Nutrition

SALUTE TO THE FLAG

Commissioner Courtney led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of January 22, 2015

Action: Motion made by Courtney, seconded by Sendt, and unanimously carried to approve the regular meeting minutes of January 22, 2015.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Action: Motion made by Courtney, seconded by Sendt, and unanimously carried to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Request for Suspended Competition: Request to suspend Civil Service III – Applications, Examinations and Eligible Lists in the appointment of incumbent employees to reclassified position

Director Stacey Stevenson provided the Commission a background of the request to suspend competition for the incumbent employees and the reason to reclassify position. Discussion ensued and Director Stacey Stevenson answered questions from the Commission.

Action: Motion made by Courtney, seconded by Sendt, and unanimously carried to suspend competition of incumbent employees to reclassified position.

B. Request to Create New Classifications of:

- 1. Animal Regulations Officer**
- 2. Plans Examiner**

Director Stacey Stevenson provided the Commission backgrounds of the request to create the new classifications of Animal Regulations Officer and Plans Examiner. Chief Manuel Rodriguez and Director Frank Parra were present to answer any questions from the Commission. Discussion ensued and Director Stacey Stevenson, Chief Manuel Rodriguez and Director Frank Parra answered questions from the Commission.

Action: Motion made by Sendt, seconded by Puhn, and unanimously carried to create the new classification of Animal Regulations Officer.

Action: Motion made by Puhn, seconded by Courtney, and unanimously carried to create the new classification of Plans Examiner.

STAFF COMMENTS

HR Analyst Lilia Muñoz welcomed David Garcia to the Commission.

COMMISSIONER COMMENTS

Commissioner Courtney asked if there was any hearings coming up. HR Analyst Lilia Muñoz responded that there wasn't any hearings coming up.

ADJOURNMENT

Action: Motion made by Courtney, seconded by Puhn, and unanimously carried to adjourn the regular meeting at 6:32 p.m., Thursday, March 12, 2015, to the next regular meeting of the Civil Service Commission on Thursday, May 14, 2015, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.